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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Executive  
FROM : Management Officer

DATE: 26 September 1950

SUBJECT: Request for Increase in Table of Organization [redacted] 25X1  
[redacted] Office of Policy Coordination.

25X9 1. The proposed table of organization of the [redacted] 25X1  
Branch as outlined in the Office of Policy Coordination memorandum  
dated 24 August 1950 (Tab A) provides for the following:

25X9 a. A table of organization of [redacted] positions which represents  
25X9 an increase of [redacted] positions over the present authorization.

b. The division of the [redacted] into three 25X1  
sections, namely, the [redacted] 25X1  
Sections.

c. One additional clerical position in the Office of the  
Chief, Western Europe Division.

2. Management Staff's findings and recommendations are sub-  
mitted for consideration.

25X1 a. The organization of two operations sections as the  
25X1 [redacted] appears to be necessary and  
25X1 desirable in view of the increase in operations planned for  
[redacted] and the apparent change in United States policy with  
respect to [redacted]

25X1 b. Based on the limited information available to Management  
Staff on the operations planned or now being conducted in these  
areas, a table of organization of [redacted] positions does not appear  
to be excessive.

25X1 c. The proposed [redacted] would provide depart-  
25X1 mental support for the [redacted] and  
25X1 possible other similar bases to be established in [redacted] 25X1  
25X1 Management Staff recognizes the need for departmental support  
immediately in the planning and activation of such bases and  
25X1 accordingly, recommends [redacted] positions requested be allocated to  
the [redacted] pending clarification of the functions  
of Staff II, Office of Policy Coordination, and the [redacted] 25X1  
Staff with respect to the operation and administration of supply  
bases overseas.

JOE [redacted] NO. 9 NO CHANGE  
IN CLASS [redacted] 22  
REV. REV. 89 15-4-77 32311 02  
NO. POSS. CLASS. DATE [redacted] 30 OFI ORG CLASS 5  
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25X1

3. Management Staff does not concur in the request for one additional clerical position in the Office of the Chief, Western Europe Division. Without having conducted a workload measurement study it appears that sufficient clerical help is available in the Office of the Chief, [REDACTED] there being presently allocated [REDACTED] and/or administrative positions.

25X1

4. Positions requested and recommended have been approved by the Chief, Classification and Wage Administration Branch, Employees Division, Special Support Staff.

25X1

[REDACTED]

Attachment: Tab A

cc: Chief, Staff III, OPC  
Chief, Special Support Staff

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